

Job Title: Deputy Fire Chief

Department: Fire

Immediate
Supervisor: Fire Chief

Origination Date:	07/01/2001
Revision Date:	09/23/2003

BRIEF DESCRIPTION OF THE JOB:

Manages the Emergency, Support, and Community Services divisions of the Fire Department. Assists with command and control functions at emergency incidents.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Directs the departmental divisions by providing leadership, developing policies and procedures, monitoring divisional budgets, participating in strategic and operational planning, ensuring quality improvements, and providing feedback.
2	L	Manages firefighters by overseeing recruiting, retention, and hiring, managing internal customer service, and providing assistance with professional development.
3	H	Oversees emergency operations by monitoring responsibility and accountability, while ensuring safety.

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JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Minimum of eight years experience and five years supervisory experience in the fire service.
Certifications and Other Requirements	Valid Arizona Class D Driver's License, Firefighter I and II certification, and Hazardous Materials Operations Level certification.
Reading	Work requires the ability to read general correspondence, memorandums, policies, procedures, laws, regulations, and various codes and ordinances.
Math	Work requires the ability to perform basic algebra and general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, technical reports, policies, procedures, ordinances, supervisory and counseling documents.
Managerial	Managerial responsibilities include developing and implementing strategic goals and objectives, managing divisional operating plans, activities, and tasks, adjusting daily schedules, and preparing and reviewing administrative studies of management problems and concerns. This position is assigned and responsible for work that has departmental and/or City-wide implications.
Budget Responsibility	The employee oversees budget preparation of division budget and reviews and approves expenditures of significant budgeted funds for the division and may research and prepare recommendations for city-wide budget expenditures.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	The employee(s) in this position contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these employees work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Inter-office, inspections
Sitting	C	Computer, desk work, paperwork, meetings, driving
Walking	F	Inter-office, to/from meetings, emergency sites, inspections
Lifting	O	Packages, tools, equipment
Carrying	R	Packages, tools, equipment
Pushing/Pulling	R	Packages, tools, equipment
Reaching	F	Packages, tools, equipment
Handling	F	Packages, tools, equipment
Fine Dexterity	F	Computer keyboard, writing
Kneeling	R	Training, emergency scenes, inspections
Crouching	O	Training, emergency scenes, inspections
Crawling	R	Training, emergency scenes, inspections
Bending	O	Training, emergency scenes, inspections
Twisting	O	Training, emergency scenes, inspections
Climbing	O	Training, emergency scenes, inspections, ladders, stairs
Balancing	O	Training, emergency scenes, inspections, ladders, stairs
Vision	C	Computer, desk work, writing, reading, driving, supervision of staff, use of equipment, field work, inspections
Hearing	C	Radio communication, telephone, co-workers, staff, supervisor, general public, meetings, training
Talking	C	Radio communication, telephone, co-workers, staff, supervisor, general public, meetings, training
Foot Controls	O	Driving
Other(specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Adapters / appliances, air bags, air chisel equipment, auto lockout kit, electrical equipment, flares, gas meters, hay hooks, hoses, hydraulic rescuing tool, irons (bolt cutters, prying tools, sledge hammer) ladders, loss control equipment, McLeod, Pulaski, pressure fans, pistol grip ball valve shut-off, piercing nozzle, plug & dike, pores, power winch, saws, self contained breathing apparatus, safety harness, shovels, small hand tools, snake slix, stortz, utility rope, combination spanner & hydrant wrench with bracket set, angios, tubing, needles, bandages, alcohol pads, razors, syringes, tape, glucose tests, and strips, lancets, OPA's blankets, suction catheters, thermometers, collars, splints, forceps, ambu-bag, miller blade, stretcher, telephone, computer, standard Microsoft Windows and Office software, Lotus Notes, Aether RMS, and digital camera.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	M
Explosives	M	Wetness/Humidity	S
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	M		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Other (see 2 below)	

(1) Fires, hazardous incidents

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Turnout coats and pants, helmet, nomex hood, fire and leather gloves, self contained breathing apparatus, rubber gloves, eye protection, Tyvek suits and sleeves, fanny pack, brush helmet, nomex brush shirt and pants, brush shoes, web gear, fire shelter, water canteens

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

(3)

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EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The employee is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Train, develop, nurture, and mentor all employees
- ◆ Encourage teamwork and participation by all employees
- ◆ Lead by example
- ◆ Strong safety principles and safety awareness
- ◆ Active participation in citywide activities

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Director

Signature of Department Director

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.